

County of Sullivan, NH

Type of meeting: Board of Commissioners Regular Business Meeting Minutes
Date/Time: Tuesday, April 1, 2013; 3:00 PM
Place: Newport, NH – County Administration Building, Woodhull Complex, 14 Main Street, 03773, 1st Floor, Commissioners Conference Room

Attendees: Commissioners Jeffrey Barrette – Chair, Bennie Nelson – V. Chair and Ethel Jarvis – Clerk, Greg Chanis – County Manager, Ted Purdy – Sullivan County Health Care Administrator, Liz Hennig – Communities United Regional Network Coordinator, and Sharon Callum – Administrative Assistant / Minute Taker.

Public Attendees: Larry Converse – Claremont Citizen and Archie Mountain – Eagle Times Staff Reporter / Argus Champion Editor

3:09 The Chair, Jeffrey Barrette, brought the meeting to order and led all in the *Pledge of Allegiance*.

Agenda Item No. 1. Registrar of Deeds Request to Waive Bidding Process, Required by RSA Chapter 28:8 Pursuant to Fidlar Technologies Proposed Contract

A copy of the proposed contract with Fidlar Technologies for the Internet, Imaging, and Indexing system with the Registry of Deeds was reviewed, along with a typed memo from the Registrar with seven reasons listed for the request [Appendix A.1-7].

3:10 **Motion: to waive the bidding process for the Registry of Deeds technology contract. Made by: Nelson. Seconded by: Jarvis. Voice vote: All in favor.**

3:11 **Motion: to accept the contract with Fidlar Technologies. Made by: Nelson. Seconded by: Jarvis. Voice vote: All in favor. All three Commissioners signed the contract.**

Agenda Item No. 2. County Manager's Report, *Greg Chanis*

Agenda item No. 2.a. Fiscal Year End June 30, 2012 Single Audit Report Review

A copy of the Independent Auditors' Reports Pursuant to Governmental Auditing Standards and The Single Audit Act Amendments of 1996 for the Year Ended June 30, 2012 was reviewed [Appendix B.1-11]. Mr. Chanis explained, a Single Audit is required when more than \$500,000 is received in one year from the federal government. He noted the findings were identical to last year's audit; with one find pertaining to inadequate time and effort records – this could mean either a [sampling] time sheet was unsigned or the appropriate certification was not submitted. He noted, though this is disappointing and has been brought to the attention of the appropriate departments, it is a minor issue.

Agenda Item No. 2.b. Biomass Project Update

The biomass design documents are 90% complete – this is a standard mile stone in the design phase; they are working with Wilson Engineering and the Facilities Director to

ensure nothing is missing; PSNH documents are more complicated than anticipated. They will discuss 'change orders' at the next meeting.

Agenda Item No. 2.c. Request to Use County Property: Update

Mr. Chanis noted he followed up with additional questions of the Caswell's, in response to their request to use County land for a dog hunt competition training, and they indicated they could use either of the two County owned fields opposite the Mica Mine Road cemetery; they anticipate using the property between April and September – the competition is in September; property use would occur every three weeks; training would include use of live fire from a .20 gage shot gun - releasing 5-8 live Chukars (birds) during each training session; they would also use a plastic device for retrieving; training would be conducted most evenings, but he had no discussion with them regarding hours of training. After a brief discussion, it was agreed Mr. Chanis would draft an agreement between the Caswell's and County with guidelines to include:

1. Hours of training,
2. A request for them to use signs to indicate when 'live firing' is being used in the area,
3. A restriction on amount of live ammo used,
4. A request for them to include the Fish and Game permit,
5. And a provision pertaining to any legitimate complaint(s) received regarding unforeseen issues.

He'll return to the Board with the draft at their next meeting. Mr. Chanis noted the Caswell's sounded very responsible and respectful to safe guards and restrictions the Commission placed. Comm. Nelson noted he spoke to the Caswell's and they confirmed they had spoken to the Game Warden and approached the County upon his recommendation.

Agenda Item No. 2.d. NHAC Executive Council April 5th Meeting Update

The County Commissioners and Manager are unable to attend the NHAC Executive Council meeting April 5th; as this is a special meeting where they will talk in depth about county issues moving into future, Chanis has notified NHAC Coordinator, Betsy Miller.

Agenda Item No. 2.e. Any other old or new business

A copy of the e-mail [Appendix C.1-2] from BJA NCCD regarding denial of the PREA [Prison Rape Elimination Act] grant application submitted [in January 2013], was circulated. Chanis noted he spoke to Warwick, who feels successful applicants were from regions that held a high documented rate of these types of issues; other resources were provided in place of funding.

Agenda Item No. 3. Commissioners' Report

Agenda Item No. 3.a. Old Business

There was none.

Agenda Item No. 3.b. New Business – CURN Legislative Breakfast Update

Ms. Hennig distributed a page from the e-Ticker News [Appendix D] - press coverage of the Legislative Breakfast held March 25th. Both Commissioner Barrette and Nelson noted the event was well attended, allowing 'great networking'. Hennig indicated, since the breakfast, they've held follow up CHN's discussions and have incorporated revisions. She was pleased to see representation from Senator Ayotte's and Annie Kuster's offices.

Agenda Item No. 3.b. New Business – Pancake Breakfast: NH Antique Tractor Club Offer
An e-mail regarding a phone call received from a member of the NH Antique Tracker club was distributed [Appendix E]. The club has offered to show off tractors, parade them, or offer hay rides, during the June 9th, Sunday, Pancake Breakfast at the County's Unity Complex. Commissioners have accepted the offer.

Agenda Item No. 4. Public Participation

Larry Converse asked if they would be incorporating heating of the platform area into the biomass project. Mr. Chanis indicated the quote came in at approximately \$80,000, and, since they have inmate labor, and the County has plows, the cost was too much in relation to square foot - approximately 3,000 square feet, therefore, decided not to include the feature.

Larry Converse asked if pipe for new wells was added to the budget. Mr. Chanis confirmed funding is proposed in the FY '14 Capital budget.

Ms. Callum distributed a final brochure [Appendix E] created for the April 2013 National County Government Month, and a draft press release, from Mr. Chanis reflecting NACo theme *Creating Safer Communities* programs, events and committees, going on within the County.

Ms. Callum confirmed she had not received a response from NH DOT regarding their previous request to update wording on signs directing traffic to the Unity Complex - she is waiting for an estimate and will follow up.

Agenda Item No. 5. Meeting Minutes Review

Agenda Item No. 5.a. March 12th 3:00 PM Meeting Minutes

3:30 Motion: to approve March 12th 3PM public minutes as printed. Made by: Nelson. Seconded by: Jarvis. Voice vote: All in favor.

3:31 Motion to go into Executive Session per RSA 91-A:3.II.a. for a personnel issue. Made by: Nelson. Seconded by: Jarvis. Roll call vote: All commissioners voted in favor. Those in Executive Session included the three Commissioners, County Manager and minute taker.

Mr. Chanis left the room to attain a document and returned 5 minutes later.

4:00 Motion: to go out Executive Session. Made by: Nelson. Seconded by: Jarvis. Voice vote: All in favor.

4:01 Motion: to keep today's Executive Session minutes sealed permanently. Made by: Nelson. Seconded by: Jarvis. Voice vote: All in favor.

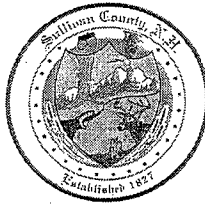
4:02 Motion: to adjourn. Made by: Nelson. Seconded by: Barrette. Voice vote: All in favor.

Respectfully submitted,

Ethel Jarvis
Ethel Jarvis, Clerk
Board of Commissioners

EJ/sjc

Date minutes approved: 4-15-13



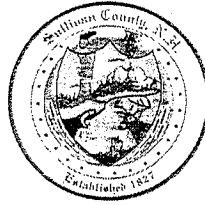
Monday April 1st, 2013
Sullivan County NH, Board of Commissioners

Business Meeting
AGENDA - Revised

Location: Newport Remington Woodhull County Complex
14 Main Street, Newport NH 03773

- | | | |
|-------------------|----|---|
| 3:00 PM – 3:05 PM | 1. | Registrar of Deeds Request to Waive Bidding Process, Required by RSA Chapter 28:8, Pursuant to Fidar Technologies Proposed Contract |
| 3:05 PM – 3:35 PM | 2. | County Manager's Report, <i>Greg Chanis</i> <ul style="list-style-type: none">a. Fiscal Year End June 30, 2012 Single Audit Report Reviewb. Biomass Project Updatec. Request to use County Property Updated. NHAC Executive Council April 5th Meeting Updatee. Any other old or new business |
| 3:35 PM – 3:55 PM | 3. | Commissioners' Report <ul style="list-style-type: none">a. Old Businessb. New Business<ul style="list-style-type: none">i. CURN Legislative Breakfast Updateii. Pancake Breakfast: NH Antique Tractor Club, Parade or Show Request |
| 3:55 PM – 4:10 PM | 4. | Public Participation |
| 4:10 PM – 4:15 PM | 5. | Meeting Minutes Review <ul style="list-style-type: none">a. Mar. 12th 3:00 PM Public Meeting Minutes |
| 4:15 PM | 6. | Adjourn meeting |

The times reflected on this agenda, other than the start time, are estimates. Actual time will depend on level of interest and participation.



Upcoming Events / Meetings

APRIL 2013
National County Government Month
Smart Justice Creating Safer Communities

- Apr 4th Thu.** **Grant Program Director and Fiscal Agent meeting**
- **Time:** **2:00 PM**
 - **Place:** Newport, NH – 14 Main St., Commissioners Conference Room, 1st Floor
- Apr 5th Fri.** **S.C. Conservation District Plant Sale Deadline**
See plant order details and order form at:
http://www.sullivancountynh.gov/index.php?n=2013_plant_sale
- Apr 5th Fri.** **S.C. Conservation District Business Meeting**
- **Time:** **2:00 PM**
 - **Place:** Newport, NH – Records Building, 24 Main Street
- Apr 16th Tue.** **County Commissioners Meeting**
- **Time:** **3:00 PM Regular Business Meeting**
 - **Place:** Unity, NH – 5 Nursing Home Drive, Sullivan County Health Care Facility, Frank Smith Living Room – 1st Floor
- Apr 17th Wed.** **Public Health RCC Meeting**
- **Time:** **9:00 AM**
 - **Place:** Newport, NH – 14 Main Street, Commissioners Conference Room, 1st Floor

Contract

Fidlar Technologies

Page No. 1

of 1 Pages

Telephone (603) 772-2305

16 Kingston Road, Unit 5

Exeter, NH 03833

SUBMITTED TO:

DATE: September 6, 2012

NAME:	Sullivan County Registry of Deeds	ATTN:	Ms. Sharron King, Register
STREET:	P.O. Box 448	SUBJECT:	Current Internet System for FY 2013-2015
CITY:	Newport	STATE:	NH
		ZIP:	03773
		SALESMAN:	Paul Roth

The use of a proprietary system to electronically extract index and image data from the Registry, to provide processing and relay data to two Internet web servers (one primary at a secure, temperature controlled collocation facility, one backup located at our offices) for public viewing and printing. Website data will be processed each business day to include current Registry records. Real-time webserver data update frequency can be implemented. Also to maintain a log of printing requests by account number and associated charges to be relayed to the Registry for billing purposes and integration with in-house monthly invoicing. Also to make available detailed monthly Registry Customer Statements, customer internet print history, and town transfer capability online. Customer support to website users provided M-F 8:00 am - 4:30 pm EST, excluding regularly observed holidays via phone or e-mail.

For security and data redundancy purposes, a duplicate copy of Registry records (index data and images) are placed on a data warehousing server at our office facility.

Including all use of hardware, hardware maintenance, internet retrieval system software, software maintenance, and minor software customization incidental to the system as historically provided.

We hereby propose to furnish services and materials - complete in accordance with the above specifications for the sum of:

.....Twelve thousand and no/100.....dollars (\$12,000.00) for FY 2013-2014

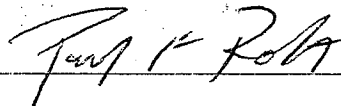
.....Twelve thousand and no/100.....dollars (\$12,000.00) for FY 2014-2015

.....Twelve thousand and no/100.....dollars (\$12,000.00) for FY 2015-2016 with payment to be made as follows:

\$1,000.00 monthly .

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs, may incur an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to appropriate insurance. Unless specifically excepted, this contract is "fee-for-use" and does not constitute transfer or title to any parts thereof.

Authorized Signature



NOTE: This proposal may be withdrawn by us if not accepted within days.

Acceptance of Contract

The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Accepted:

Date:

4-1-13

Signature:


Jeffrey Barrette, Chair

Signature:


Bennie Nelson, V.Chair

Signature:


Ethel Jarvis, Clerk

A.2

Contract Fidlar Technologies

Page No. 1

of 1 Pages

Telephone (603) 772-2305

16 Kingston Road, Unit 5

Exeter, NH 03833

SUBMITTED TO:

DATE: September 6, 2012

NAME:	Sullivan County Registry of Deeds	ATTN:	Ms. Sharron King, Register
STREET:	P.O. Box 448	SUBJECT:	Current Internet System for FY 2013-2015
CITY:	Newport	STATE:	NH
		ZIP:	03773
		SALESMAN:	Paul Roth

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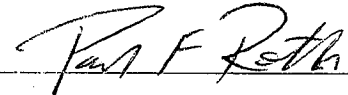
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Authorized Signature



NOTE: This proposal may be withdrawn by us if not accepted within 7 days.

Acceptance of Contract

The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Accepted:

Date: 4-1-13

Signature: Jeffrey Barrette
Jeffrey Barrette, Chair

Signature: Bennie Nelson
Bennie Nelson, V. Chair

Signature: Ethel Jarvis
Ethel Jarvis, Clerk

A.3

Contract

Fidlar Technologies

Page No. 1

of 3 Pages

Telephone (603) 772-2305

16 Kingston Road, Unit 5

Exeter, NH 03833

SUBMITTED TO:

DATE: September 6, 2012

NAME:

Sullivan County Registry of Deeds

ATTN:

Ms. Sharron King, Register

STREET:

P.O. Box 448

SUBJECT:

Current Indexing System for FY 2013-2015

CITY:

Newport

STATE:

NH

ZIP:

03773

SALESMAN:

Paul Roth

We hereby submit specifications and estimates for: July 2013 - June 2016

Integrated index/retrieval system as presently in use for the data entry, archiving, and printing of current dockets for in-house and off-premises use. Includes the production of:

JUL thru SEP 2013, One-year annual consolidation: 2013, JAN thru MAR 2014, JAN thru JUN 2014 consolidation
 JUL thru SEP 2014, One-year annual consolidation: 2014, JAN thru MAR 2015, JAN thru JUN 2015 consolidation
 JUL thru SEP 2015, One-year annual consolidation: 2015, JAN thru MAR 2016, JAN thru JUN 2016 consolidation

Also includes front-end accounting entry program and billing capabilities.

Including all use of hardware, hardware maintenance, software, software maintenance, and software customization changes, as customarily supplied.

Furthermore, to retain the data file and subsequently merge it with the appropriate years to produce one 5-year consolidated index (2010-2015) at no additional charge.

Does not include consumable supplies such as paper, ribbons, etc...

We hereby propose to furnish services and materials - complete in accordance with the above specifications for the sum of:

...*Est. Twenty five thousand six hundred twenty and no/100....dollars (\$25,620.00) for FY 2013-2014

...*Est. Twenty five thousand six hundred twenty and no/100....dollars (\$25,620.00) for FY 2014-2015

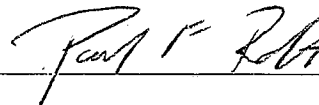
...*Est. Twenty five thousand six hundred twenty and no/100....dollars (\$25,620.00) for FY 2015-2016 with payment to be made as follows:

\$2,135.00 monthly, adjusted quarterly on the basis of dockets processed: \$2.75/each

Minimum payments of \$5,697.00 per quarter. Maximum payments capped at \$8,000.00 per quarter.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs, may incur an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to appropriate insurance. Unless specifically excepted, this contract is "fee-for-use" and does not constitute transfer or title to any parts thereof.

Authorized Signature



NOTE: This proposal may be withdrawn by us if not accepted within days.

Acceptance of Contract

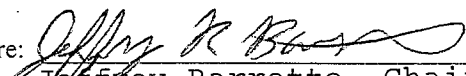
The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Accepted:

Date:

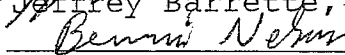
4-1-13

Signature:



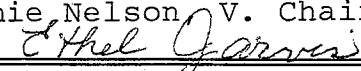
Jeffrey Barrette, Chair

Signature:



Bennie Nelson, V. Chair

Signature:



Ethel Jarvis, Clerk

A.4.

Contract
Fidlar Technologies

Page No. 1
of 3 Pages

Telephone (603) 772-2305

16 Kingston Road, Unit 5

Exeter, NH 03833

SUBMITTED TO:

DATE: September 6, 2012

NAME:

Sullivan County Registry of Deeds

ATTN:

Ms. Sharron King, Register

STREET:

P.O. Box 448

SUBJECT:

Current Indexing System for FY 2013-2015

CITY:

Newport

STATE:

NH

ZIP:

03773

SALESMAN:

Paul Roth

We hereby submit specifications and estimates for: July 2013 - June 2016

Integrated index/retrieval system as presently in use for the data entry, archiving, and printing of current dockets for in-house and off-premises use. Includes the production of:

JUL thru SEP 2013, One-year annual consolidation: 2013, JAN thru MAR 2014, JAN thru JUN 2014 consolidation
JUL thru SEP 2014, One-year annual consolidation: 2014, JAN thru MAR 2015, JAN thru JUN 2015 consolidation
JUL thru SEP 2015, One-year annual consolidation: 2015, JAN thru MAR 2016, JAN thru JUN 2016 consolidation

Also includes front-end accounting entry program and billing capabilities.

Including all use of hardware, hardware maintenance, software, software maintenance, and software customization changes, as customarily supplied.

Furthermore, to retain the data file and subsequently merge it with the appropriate years to produce one 5-year consolidated index (2010-2015) at no additional charge.

Does not include consumable supplies such as paper, ribbons, etc...

We hereby propose to furnish services and materials - complete in accordance with the above specifications for the sum of:

...*Est. Twenty five thousand six hundred twenty and no/100....dollars (\$25,620.00) for FY 2013-2014

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\$2,135.00 monthly, adjusted quarterly on the basis of dockets processed: \$2.75/cach

Minimum payments of \$5,697.00 per quarter; Maximum payments capped at \$8,000.00 per quarter.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs, may incur an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to appropriate insurance. Unless specifically excepted, this contract is "fee-for-use" and does not constitute transfer or title to any parts thereof.

Authorized Signature



NOTE: This proposal may be withdrawn by us if not accepted within 5 days.

Acceptance of Contract

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Accepted:

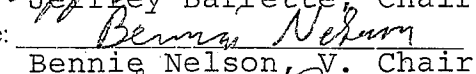
Date:

4-1-13

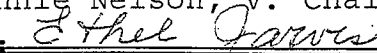
Signature:



Signature:



Signature:



Ethel Jarvis, Clerk

A.S.

Contract

Fidlar Technologies

Page No. 2
of 3 Pages

Telephone (603) 772-2305

16 Kingston Road, Unit 5

Exeter, NH 03833

SUBMITTED TO:		DATE: September 6, 2012	
NAME:	Sullivan County Registry of Deeds	ATTN:	Ms. Sharron King, Register
STREET:	P.O. Box 448	SUBJECT:	Current Imaging System for FY 2013-2015
CITY:	Newport	STATE:	NH
		ZIP:	03773
		SALESMAN:	Paul Roth

We hereby submit specifications and estimates for: July 2013 - June 2016

Integrated scan/retrieval software system as presently in use, for the capture, viewing, archiving, and printing of current dockets for in-house and off-premises use.

Meaning to provide all software and software support incidental to the system, as customarily supplied.

Note: Not included in this contract are re-saleable supplies, i.e. disks, paper & toner.

We hereby propose to furnish services and materials - complete in accordance with the above specifications for the sum of:
.....*Est. Thirty thousand and no/100.....dollars (\$30,000.00) for FY 2013-2014
.....*Est. Thirty thousand and no/100.....dollars (\$30,000.00) for FY 2014-2015
.....*Est. Thirty thousand and no/100.....dollars (\$30,000.00) for FY 2015-2016 with payment to be made as follows:

\$2,500.00 monthly

*Adjusted quarterly on the basis of dockets processed: \$3.35/each.
Minimum payments of \$6,683.00 per quarter; Maximum payments capped at \$9,375.00 per quarter.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs, may incur an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to appropriate insurance. Unless specifically excepted, this contract is "fee-for-use" and does not constitute transfer or title to any parts thereof.

Authorized Signature Paul F Roth

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Accepted:

Date: 4-1-13

Signature: Jeffrey Barrette
Jeffrey Barrette, Chair
Signature: Bennie Nelson
Bennie Nelson, V. Chair
Signature: Ethel Jarvis
Ethel Jarvis, Clerk

A.6.

Contract Fidlar Technologies

Page No. 2

of 3 Pages

Telephone (603) 772-2305

16 Kingston Road, Unit 5

Exeter, NH 03833

SUBMITTED TO:

DATE: September 6, 2012

NAME:

Sullivan County Registry of Deeds

ATTN:

Ms. Sharron King, Register

STREET:

P.O. Box 448

SUBJECT:

Current Imaging System for FY 2013-2015

CITY:

Newport

STATE:

NH

ZIP:

03773

SALESMAN:

Paul Roth

We hereby submit specifications and estimates for: July 2013 - June 2016

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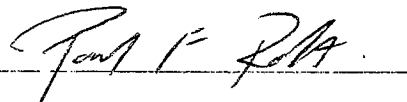
\$2,500.00 monthly

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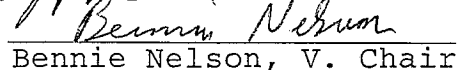
Accepted:

Date: 4-1-13

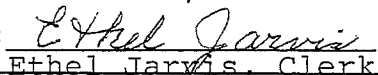
Signature:


Jeffrey Barrette, Chair

Signature:


Bennie Nelson, V. Chair

Signature:


Ethel Jarvis, Clerk

I, Sharron A. King, Register of Deeds for Sullivan County, am hereby requesting that the Sullivan County Commissioners waive the bidding process required by RSA Chapter 28:8 pursuant to the Fidler Technologies contracts, FY 2014 budgets, for the following reasons:

- 1) That the Registry of Deed's offices in the State of New Hampshire are required to follow certain DRA rules and regulations, as well as the New Hampshire RSA's that are very specific and mandate as to how the land records are to be processed.
- 2) That there are only two known vendors in the State of New Hampshire that currently provide land records management services that are designed to meet New Hampshire based Registry of Deeds statutes and regulations.
- 3) Due to the fact that services and the software used by this office is very complicated, extensive and all encompassing, covering historical data index records, image archival, and accounting functionality, changing vendors would require a considerable conversion process of all records and bookkeeping procedures which will be substantially disruptive not only to the registry, but to the county, in general, and to the users of the Registry.
- 4) If a conversion of this magnitude were to take place, the county as well as the Registry, would need to insure and assure to the public and its users, that the integrity of the registry's data and information is preserved and not at risk from loss or another vendor's pilfering or selling it.
- 5) Fidler Technologies provides flexible contract-term duration with 1 to 3 years available. The availability of a one year term requires no long-term commitment and eliminates the substantial upfront cost associated with land records management systems.
- 6) The possibility of a huge cost factor due to the conversion process, possible purchasing of the equipment and maintenance of same.
- 7) There are ten Registries in the State of New Hampshire and nine out of the ten registries are with Fidler Technologies. The Registries in the State of New Hampshire chose to do business with this vendor because they provide locally based on-site service capabilities for software and hardware system needs as well as same-day on-site service capability, and are very knowledgeable about the recording laws, rules and regulations required by the State of New Hampshire.

SULLIVAN COUNTY, NEW HAMPSHIRE

Independent Auditors' Reports Pursuant
to Governmental Auditing Standards
and The Single Audit Act Amendments of 1996

For the Year Ended June 30, 2012

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MELANSON HEATH & COMPANY, PC

CERTIFIED PUBLIC ACCOUNTANTS
MANAGEMENT ADVISORS

REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

To the Board of Commissioners
Sullivan County

We have audited the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Sullivan County, New Hampshire, as of and for the year ended June 30, 2012, which collectively comprise the County's basic financial statements and have issued our report thereon dated September 25, 2012. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Internal Control over Financial Reporting

Management of the County is responsible for establishing and maintaining effective internal control over financial reporting. In planning and performing our audit, we considered the County's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the County's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the County's internal control over financial reporting.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis.

Our consideration of the internal control over financial reporting was for the limited purpose described in the first paragraph of the section and was not designed to identify all deficiencies in internal control over financial reporting that might be deficiencies, significant deficiencies or material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses, as defined above.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the County's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, non-compliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

This report is intended solely for the information and use of management, the Board of Commissioners, others within the entity, and federal awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

Melanson, Heath + Company P.C.
September 25, 2012

BS.



MELANSON HEATH & COMPANY, PC

CERTIFIED PUBLIC ACCOUNTANTS
MANAGEMENT ADVISORS

REPORT ON COMPLIANCE WITH REQUIREMENTS THAT COULD HAVE A DIRECT AND MATERIAL EFFECT ON EACH MAJOR PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE IN ACCORDANCE WITH OMB CIRCULAR A-133

To the Board of Commissioners
Sullivan County

Compliance

We have audited Sullivan County's compliance with the types of compliance requirements described in the OMB *Circular A-133 Compliance Supplement* that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2012. The County's major federal programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs. Compliance with the requirements of laws, regulations, contracts, and grants applicable to each of its major federal programs is the responsibility of the County's management. Our responsibility is to express an opinion on the County's compliance based on our audit.

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States; and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the County's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our audit provides a reasonable basis for our opinion. Our audit does not provide a legal determination of the County's compliance with those requirements.

As described in item 12-1 in the accompanying schedule of findings and questioned costs, the County did not comply with requirements regarding allowable costs that are applicable to its Second Chance Act Prisoner Reentry Initiative grant. Compliance with such requirements is necessary, in our opinion, for the County to comply with the requirements applicable to that program.

In our opinion, except for the noncompliance described in the preceding paragraph, the County complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2012.

Internal Control Over Compliance

Management of the County is responsible for establishing and maintaining effective internal control over compliance with the requirements of laws, regulations, contracts, and grants applicable to federal programs. In planning and performing our audit, we considered the County's internal control over compliance with the requirements that could have a direct and material effect on a major federal program to determine our auditing procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with OMB Circular A-133, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the County's internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be deficiencies, significant deficiencies or material weaknesses. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above.

Schedule of Expenditures of Federal Awards

We have audited the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the County as of and for the year ended June 30, 2012, and have issued our report thereon dated September 25,

2012, which contained an unqualified opinion on those financial statements. Our audit was conducted for the purpose of forming our opinions on the financial statements that collectively comprise the County's financial statements. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by OMB Circular A-133 and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, such information is fairly stated, in all material respects, in relation to the financial statements taken as a whole.

The County's responses to the findings identified in our audit are described in the accompanying schedule of findings and questioned costs. We did not audit the County's responses and, accordingly, we express no opinion on them.

This report is intended solely for the information and use of management, the Board of Commissioners, others within the entity, and federal awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

Melanson, Heath + Company P.C.

March 13, 2013

Sullivan County, New Hampshire
Schedule of Expenditures of Federal Awards
For the Year Ended June 30, 2012

Federal Grantor/ Pass-Through Grantor/ Program Title	Federal CFDA Number	Federal Expenditures
<u>U.S. Department of Housing and Urban Development</u>		
Passed through the State of New Hampshire, Office of State Planning: Community Development Block Grants/State's Program	14.228	\$ 210,017
Total U.S. Department of Housing and Urban Development		210,017
<u>U.S. Department of Justice</u>		
Second Chance Act Prisoner Reentry Initiative	16.812	482,336
Passed Through State of New Hampshire, Department of Justice:		
Juvenile Justice and Delinquency Prevention	16.540	33,378
Residential Substance Abuse Treatment for State Prisoners	16.593	24,884
Public Safety Partnership and Community Policing Grants, Recovery Act	16.710	69,679
Enforcing Underage Drinking Laws Program	16.727	10,587
Edward Byrne Memorial Justice Assistance Grant, Recovery Act	16.803	22,250
Total U.S. Department of Justice		643,114
<u>U.S. Department of Transportation</u>		
Passed Through the State of New Hampshire Department of Transportation: Alcohol Impaired Driving Countermeasures Incentive Grants I	20.601	6,780
Total U.S. Department of Transportation		6,780
<u>U.S. Department of Energy</u>		
Passed Through the State of New Hampshire, Department of Energy: Energy Efficiency and Conservation Block Grant Program, Recovery Act	81.128	79,511
Total U.S. Department of Energy		79,511
<u>U.S. Department of Health and Human Services</u>		
Passed Through the State of New Hampshire, Department of Health and Human Services:		
Public Health Emergency Preparedness	93.069	50,669
Environmental Public Health and Emergency Response	93.070	11,496
Drug-Free Communities Support Program Grants	93.276	123,220
Block Grants for Prevention of Treatment of Substance Abuse	93.959	71,138
Total U.S. Department of Health and Human Services		256,523
Total Federal Expenditures		\$ 1,195,945

This schedule was prepared on a modified accrual basis of accounting.

See accompanying report on requirements of OMB Circular A-133.

State identifying numbers were not available for the pass-through grants listed above.

SULLIVAN COUNTY, NEW HAMPSHIRE

Schedule of Findings and Questioned Costs

For the Year Ended June 30, 2012

SECTION I - SUMMARY OF AUDITORS' RESULTS

Financial Statements

Type of auditors' report issued

Unqualified

Internal control over financial reporting:

- Material weaknesses identified? ☐ yes ☒ no
- Significant deficiencies identified? ☐ yes ☒ none reported

Noncompliance material to financial statements noted?

☐ yes ☒ no

Federal Awards

Internal control over major programs:

- Material weaknesses identified? ☐ yes ☒ no
- Significant deficiencies identified? ☐ yes ☒ none reported

Type of auditors' report issued on compliance for major programs:

Community Development Block Grants
Second Chance Act Prisoner Reentry Initiative

Unqualified
Qualified

Any audit findings disclosed that are required to be reported in accordance with section 510(a) of Circular A-133?

☒ yes ☐ no

Identification of major programs:

CFDA Number(s)

14.228
16.812

Name of Federal Program or Cluster

Community Development Block Grants
Second Chance Act Prisoner Reentry Initiative

Dollar threshold used to distinguish between type A and type B programs:

\$ 300,000

Auditee qualified as low-risk auditee?

☐ yes ☒ no

SECTION II - FINANCIAL STATEMENT FINDINGS

None.

SECTION III - FEDERAL AWARDS FINDINGS AND QUESTIONED COSTS

<u>Finding #</u>	<u>Program</u>	<u>Finding/Noncompliance</u>	<u>Questioned Cost</u>
12-1	Second Chance Act Prisoner Reentry Initiative 16.812	<p><u>Improve Time and Effort Records</u></p> <p><u>Criteria:</u> OMB Circular A-87, Attachment B, Paragraph 8.h.4 requires employees to document the portion of time worked on the grant and the portion of time worked in areas not related to the grant. An employee whose salary is paid in full from federal grant funds is required to certify that he/she has been engaged solely in activities supported by the grant. The semi-annual certification must cover a specific period of time (6 months), and must be signed by the employee or a supervisory official who has first-hand knowledge of the work performed. An employee whose salary is paid in part from federal grant funds and in part from other revenue sources must maintain time and effort distribution records, such as activity reports or timesheets that document the portion of time spent on programs supported by the other revenue sources. OMB Circular A-87 requires that these records must (1) be done after the fact (not estimated or budgeted), (2) account for the total activities for which the employee is being paid, (3) be prepared at least monthly and coincide with one or more pay periods, and (4) be signed by the employee.</p> <p><u>Condition:</u> During our audit, we tested a sample of payroll disbursements in order to determine if adequate time and effort records were maintained. As a result of our testing of employees charged to the grants, it was determined that time and effort certifications for the period under audit were not prepared correctly. Specifically, semi-annual certifications were not completed twice a year, did not specify the grant title, and did not specify the time period they related to.</p>	\$ 152,299

<u>Finding #</u>	<u>Program</u>	<u>Finding/Noncompliance</u>	<u>Questioned Cost</u>
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Effect:

Time and effort documentation did not meet Federal requirements.

Recommendations:

We recommend that the County implement policies and procedures to ensure that adequate documentation of time and effort is maintained for all employees whose salaries are paid in full or in part from federal grant funds. This will ensure that the County is in full compliance with the documentation requirements of OMB Circular A-87.

County's Response:

Sullivan County has implemented policies which require all employees whose salaries are paid in full or in part by the federal grant funds, to submit semi-annual certifications and/or signed bi-weekly timesheets in order to meet the time and effort requirements established under federal guidelines.

SECTION IV - SCHEDULE OF PRIOR YEAR FINDINGS

<u>Finding #</u>	<u>Program</u>	<u>Finding/Noncompliance</u>
11-1	Assistance to Rural Law Enforcement to Combat Crime and Drugs Competitive Grant Program – ARRA 16.810	<u>Improve Time and Effort Records</u>
		<u>Prior Year Condition:</u> Time and effort certifications for the period under audit were not prepared.
		<u>Current Year Status:</u> This has been repeated as current year finding 12-1.
	Second Chance Act Prisoner Reentry Initiative 16.812	

Sharon Callum

From: Sarah True <STrue@nccdglobal.org> on behalf of Deirdre O'Connor
<DOConnor@nccdglobal.org>
Sent: Thursday, March 28, 2013 2:25 PM
To: manager@sullivancountynh.gov
Cc: sharonjc@sullivancountynh.gov; warwickkevin@msn.com
Subject: Official Decision PRC Grant to Establish 'Zero Tolerance' Cultures for Sexual Abuse in
Local Adult and Juvenile Detention Facilities
Attachments: County of Sullivan NH.pdf

Hello,

Thank you for your interest in the National PREA Resource Center's Grants to Establish 'Zero Tolerance' Cultures for Sexual Abuse in Local Adult and Juvenile Detention Facilities. The official decision regarding your grant proposal is in the attached letter.

We encourage you to consider other resources available through the National PREA Resource Center (PRC) to support the implementation of the PREA standards, including regional training opportunities, request for technical assistance, materials available through the resource library. More information on these resources can be found at <http://www.prearesourcecenter.org>.

Please let me know if you have any questions.

Best,
Deirdre O'Connor

Deirdre O'Connor, LCSW

Senior Program Specialist, NCCD
608-203-8744 (o) | 301-233-5395 (m) | www.nccdglobal.org
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NCCD promotes just and equitable social systems for individuals, families, and communities through research, public policy, and practice.

NATIONAL
PREA
RESOURCE
CENTER

March 28, 2013

Greg Chanis
County Manager
County of Sullivan, NH
14 Main Street
c/o: County of Sullivan Commissioners Office
Newport, NH 3773

Re: Sullivan County New Hampshire PREA Project

Dear Greg Chanis:

We have received and reviewed your grant application to support work described in the Establish "Zero Tolerance" Cultures for Sexual Abuse in Local Adult and Juvenile Detention Facilities grant proposal. The overwhelming response to this grant opportunity created strong competition for the available grants funds, and we are unable to fund your proposal at this time.

We encourage you to consider other resources available through the National PREA Resource Center to support PREA standards implementation, including regional training opportunities, request for technical assistance, and materials available through the resource library. More information on these resources can be found at <http://www.prearesourcecenter.org>.

Please contact Deirdre O'Connor at doconnor@nccdglobabl.org if you have any questions regarding the review of your application.

Sincerely,



Alex Busansky
President, NCCD

Communities United Regional Network And County Commissioners Host Successful Legislative Breakfast

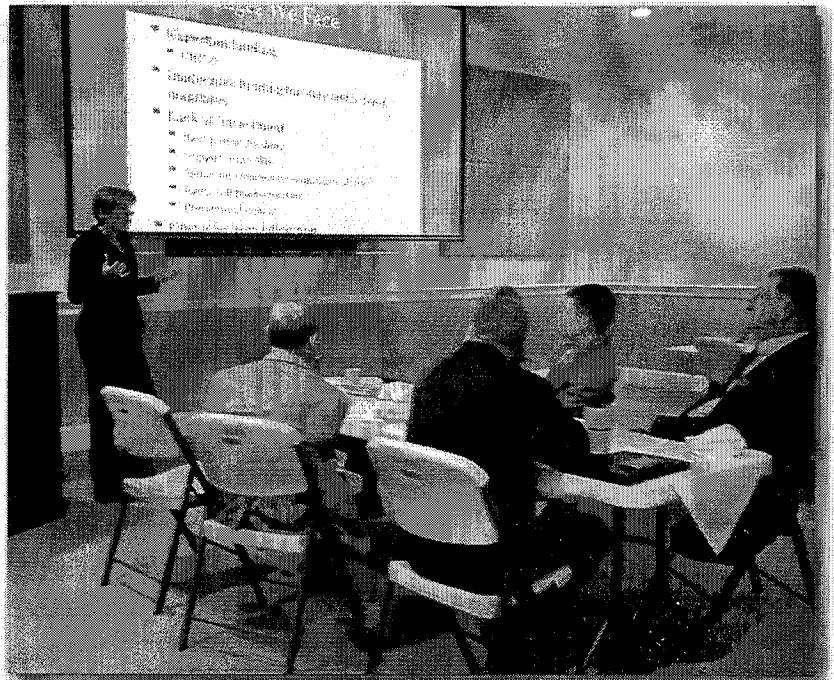
NEWPORT, NH—On Monday, March 25th, Communities United Regional Network (Communities United) and the Sullivan County Commissioners hosted a breakfast where legislators, County Commissioners, and community partners shared information and legislative updates and discussed the latest developments in Concord.

State Senator Bob Odell, several State Representatives, and staffers from Senator Kelly Ayotte and Representative Ann McLane Kuster's offices attended the breakfast, along with County Commissioners Ben Nelson and Jeff Barrette, advocates for mental health, early childhood education, corrections and law enforcement, and domestic violence prevention. Communities United Coordinator Liz Hennig, CPS, gave a presentation discussing the successes that Sullivan County partners have made working together toward reducing crime and addiction in our community and ways legislators can support and encourage further progress. Legislators also learned about the Community Corrections Center's TRAILS program, which has greatly reduced recidivism in the county, and discussed other state policies including education and mental health.

"Communication is a vital part of our work," said Hennig, "and we were delighted to provide an opportunity for our legislators and partners to meet face to face and learn from one another. We were gratified by the atten-

dance and interest and hope to host another breakfast in the next legislative session. We also developed a legislative guide that our lawmakers can use if they have further questions or want more information on a particular subject, and we look forward to working with them more closely in the future."

Communities United Regional Network is a community-based organization with many diverse Sullivan County partners united in their commitment to work for a better, healthier community. Visit their website at preventionworksnnh.org to learn



Liz Hennig speaks to attendees at the March 25th Legislative Breakfast.

more, or call Liz at (603) 477-5565 to learn more about Communities United and their work.

UVBEP Coordinates Job Shadow Day for Over 400 Eighth Graders

On Tuesday, April 2nd, over 400 eighth grade students from 10 schools will shadow workers in the community. The Upper Valley Business and Education Partnership (UVBEP) coordinates Job Shadow Day for: Chelsea Public School, Crossroads Academy, Indian River School, Lebanon Middle School, Lyme School, Oxbow High School, Rivendell Academy, Thetford Academy, Tunbridge Central School and Unity Elementary School. Job Shadowing enables youth to observe workplace hosts as they go through a normal day on the job, providing an opportunity to see how skills taught in the classroom are applied beyond school walls. Students can also gain insight on careers they might pursue in the future. At the conclusion of last year's event, one student noted, "I really enjoyed this trip and would do it again in a heartbeat. I now know what I want to do with my life and am extremely excited."

More than 110 Upper Valley employers are supporting this program by welcoming students into their workplaces. Hosts plan hands-on activities, facility tours and demonstrations to show students what it takes to be successful in their career field. UVBEP provides supporting information, such as job shadowing guidelines, suggested activities and evaluation forms. An employee from a participating workplace said, "It was a good experience for our staff to work with such genuinely interested youth, and to include them in many of our day-to-day operations."

UVBEP is a nonprofit organization serving over 20 schools in the greater Upper Valley region of New Hampshire and Vermont. The Partnership facilitates programs that link schools with local employers, including experiential learning and career planning projects for students and professional development activities for educators.

To learn more, call UVBEP at 603-643-3431 x2902 or email info@uvbep.org.

Sharon Callum

From: Kirsten Skeie <kskeie@sullivancountynh.gov>
Sent: Friday, March 29, 2013 3:52 PM
To: 'Sharon Callum'
Subject: Annual Pancake Breakfast

Sharon,

Wendy Callum called today at 3:50 and said she is part of the NH Antique Tractor Club and was wondering if the commissioners approved it, there are a quite a few people in her club who are willing to bring their tractors for display at the Annual Pancake Breakfast and maybe even do hayrides.

Just let me know and I will let Wendy know either way.

Thank you,

Kirsten Skeie
Account Clerk II - Receptionist

Sullivan County Commissioners' Office
14 Main Street
Newport NH 03773

Tel. 603.863-2560
Fax. 603.863-9314
Web. www.sullivancountynh.gov

"All Day, Every Day, We Make Life Better"